

Information available from Weston Turville Parish Council under the model publication scheme

Hard copies can be purchased from the Clerk

Information to be published	How the information can be obtained	Cost for hard copy
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Noticeboard Website	10p per sheet
Contact details for Parish Clerk and Council members	Noticeboard Website	
Location of main Council office and accessibility details	Noticeboard Website	
Staffing structure	Part time Clerk	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website	10p per sheet
Finalised budget	Website	
Precept	Website (January minutes)	
Borrowing Approval letter	Clerk's office	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website (minutes)	
List of current contracts awarded and value of contract	Clerk's office	
Members' allowances and expenses	Clerk's office	
Class 3 – What our priorities are and how we are doing		
Neighbourhood Plan	Draft plan on Parish Council and District Council websites	
Annual Report to Parish Meeting	Website Hard copy from Clerk	Free 10p per sheet
Quality status	n/a	
Local charters under DCLG guidelines	n/a	

Class 4 – How we make decisions		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Noticeboard and website	10p per sheet
Agendas of meetings	Website	
Minutes of meetings – NB this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Clerk's office	
Responses to consultation papers	Clerk's office	
Responses to planning applications	PC Website – Planning minutes AVDC website	
Bye-laws	n/a	
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website	10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures	Website	10p per sheet
Information security policy	Website	10p per sheet
Records management policies (records retention, destruction and archive)	Website	10p per sheet
Data protection policies	Website	10p per sheet
Schedule of charges (for the publication of information)	Website and noticeboard	10p per sheet
Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets register	Website	10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Clerk's office	10p per sheet

Register of members' interests	District and Parish Councils' websites	10p per sheet
Register of gifts and hospitality	Clerk's office	10p per sheet
Class 7 – The services we offer		
Allotments	n/a	10p per sheet
Burial grounds and closed churchyards	n/a	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Clerk's office	
Seating, litter bins, clocks, memorials and lighting	Clerk's office	
Bus shelters	Clerk's office	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Clerk's office	
Additional Information		
Footpath map	Website	10p per sheet
Community Led Plan	Website	

Contact details: Clerk to the Council. Weston Turville Parish Council, PO Box 1062, Aylesbury HP22 5TG
Tel: 01296 531432, Email: clerk@wtpc.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage DL Envelope – 54p Large letter 0-100g – 74p (prices correct at May 2018)	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Website – www.wtpc.org.uk